

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Chief Revision Date: 1/01
EEO Function: Exempt
Status: Exempt (Executive)
Control No: 20450

II. Summary Statement of Overall Purpose/Goal of Position:

Under the strategic direction of the City Administrator and the Mayor, performs supervisory and administrative duties providing the City with prevention and mitigation of emergencies and disasters through proper planning, public education and code enforcement. Responds to selected emergencies involving fire, medical, or environmental concerns.

III. Essential Duties:

- Plan and organize activities of the Department regarding utilization of personnel, facilities and equipment, prevention, public education, training, code enforcement, fire suppression and emergency medical service.
- Supervise the preparation and oversight of the annual budget.
- Oversee equipment specifications and recommends the purchase of major equipment.
- Respond frequently to public inquiries and aid in conflict resolution with citizens and firefighters.
- Respond to emergencies involving fire, medical and environmental concerns at own discretion as indicated by their seriousness.
- Act as Civil Defense Director for Sandy City and provides disaster plans for the City.
- Represent the Fire Department on the Dispatch Center Board of Operations and other various boards and committees
- Hire, motivate, evaluate, discipline, promote and provide direction to employees.

IV. Marginal Duties:

- Accurately completes departmental reports.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors degree in Fire Science or Management; valid Utah Drivers License required.

Experience: Ten years fire fighting experience with progressively increasing responsibilities including at least four years supervisory experience; may substitute up to two years of additional education for two years of experience, except supervisory experience.

Knowledge of: Training and staff development in firefighting programs; practices of governmental administration to include budget and personnel management, public administration; fire and medical equipment skills including tactics, fire behavior, fire department inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgement; moderate responsibility for the care, condition, and use of materials, equipment, and tools; great responsibility for making decisions which affect the activities of others - what to do, when to do it and how; great responsibility for supervision of administrative staff members and other employees.

Communication Skills: Contacts with other departments furnishing and obtaining information; communicate effectively verbally and in writing; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people; establishing effective working relationships with employees and citizens; a well developed sense of strategy and timing; constant contact with the public; ability to deal well with upset and irate people; frequent contact with citizens and other employees during emergency situations.

Tool, Machine, Equipment Operation: General knowledge of the operation of all fire suppression and emergency medical equipment; regular use of telephone, personal computer, copy machine, calculator, printer and City vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; make decisions during emergency situations.

VI. Working Conditions:

Job is subject to great mental pressure and fatigue due to exposure to constant overtime, emergency situations, dealing with the public, and problem solving; work is generally performed indoors (25% of work is performed outdoors, subject to exposure to elements); response to emergency situation entails exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving, etc.; work assignments are broad and performed with little or no supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.